State of Louisiana

Hazard Mitigation Plan

Military Department
Office of Emergency Preparedness

Developed by the
Disaster Recovery Division

Revised for DR-1357 & 1380-LA

State of Louisiana

Hazard Mitigation Plan

People and property in the State of Louisiana are at risk from a variety of hazards which have the potential for causing wide-spread loss of life and damage to property, infrastructure, and the environment.

The purpose of hazard mitigation is to implement actions which eliminate the risk from hazards, or reduce the severity of the effects of hazards on people and property. Mitigation actions are both short-term and long-term activities which reduce the cause or occurrence of hazards; reduce exposure to hazards; or reduce effects of hazards through various means to include preparedness, response, and recovery measures.

The State of Louisiana Hazard Mitigation Plan has been prepared in compliance with Public Law 93-288, as amended. This plan implements hazard mitigation measures intended to eliminate or reduce the effects of future disasters throughout the State, and was developed in a joint and cooperative venture by members of the State Hazard Mitigation Team.

Following each major disaster declaration, the state is required to review and update the Administrative Plan. It is however, recommended that the plan be reviewed annually to ensure it remains current. Updates, amendments, or plan revisions should be submitted to FEMA for review. If updates are not necessary, the state should notify FEMA in writing that the plan was review and it is determined that a plan update is not required. Updates may include new policy guidance or changes in program administration. Annual updates are an eligible activity under the Hazard Mitigation Grant Program (HMGP).

This plan is accepted for implementation upon approval by the Director and Assistant Director of the Louisiana Office of Emergency Preparedness, and supersedes all previous editions.

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State Hazard Mitigation Officer

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I. Introduction

1. Purpose

It is the intent of the State of Louisiana to establish policies, programs, strategies, and actions to be implemented by State and Local governments, using legal authorities and various financial assistance programs, to greatly reduce or eliminate the long-term effects and vulnerability from natural hazards.

2. Scope

The implementation of this plan will be statewide and not limited to one particular declared disaster area. Both structural and non-structural opportunities will be addressed, with a focus on short-term and long-term mitigation measures. The overall goal of this plan and the attached appendices is to greatly reduce or eliminate the loss of human life, property, and the associated costs of future disaster events. This plan is the strategy for hazard mitigation activities to be implemented by the effective use of existing programs within the Federal and State government. The state programs will evaluate hazards, provide education and training, assist in development or revision of existing regulatory statutes, develop mitigation plans, and provide technical assistance to local governments in development and implementation of mitigation measures. In addition, innovative concepts and strategies for mitigation measures that extend beyond existing activities will be investigated and evaluated.

3. Eligibility Requirements

All state and local governments, Indian Tribal organizations**,** Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in 44 CFR 206.221 (e).

4. Permissible Uses of Funds

The Director of LOEP shall finalize the interpretation of each section. This section is taken directly from CFR 44 Part 13 Subpart C—Post Award Requirements; Financial Administration. §13.20 Standards for financial management systems,

§13.21 Payment, and §13.22 Allowable costs. Grants awarded under the IEB program are restricted to the payment of approved overtime salaries, benefits and force account equipment. Grant funds may not be used retroactively for the salaries paid prior to the grant award.

5. Period of availability of funds and Local match

The Director of LOEP shall finalize the interpretation of each section. This section is taken directly from CFR 44 Part 13 Subpart C—Post Award Requirements; Financial Administration. §13.23 Period of availability of funds, and §13.24 Matching or cost sharing. Under the Hazard Mitigation Grant Program and the Flood Mitigation Assistance program, the Federal share will not be less than seventy-five percent of the net eligible repair, restoration, acquisition, elevation, reconstruction, or replacement costs of a project. The Interim Emergency Board match will be on a case by case bases. However, the Director of LOEP shall determine the methodology of the State and Local match requirements.

6. Non-Federal Audit, Changes, Property, and Contracts

The Director of LOEP shall finalize the interpretation of each section. This section is taken directly from CFR 44 Part 13 Subpart C—Post Award Requirements; Financial Administration. § 13.26 Non-Federal audit, §13.30 Changes, §13.31 Real Property, §13.32 Equipment, §13.33 Supplies, $13.34 Copyrights, §13.35 Sub-awards to debarred and suspended parties, §13.36 Procurement contracts, and §13.37 Sub-grants.

II. General

1. How to Apply

All applicants need to follow the format provided in the Project Application Instruction's Package. Failure to complete and return the documents generated from this package will result in denial of, or delay in processing the application. If an application is submitted on behalf of more than one agency, the relationship between agencies must be described in the application. In addition, one agency must be designated as the payee to receive and disburse funds and to be responsible for supervision and coordination of grant activities. Please provide this information on a separate sheet of paper. All necessary forms must be type written. All of the required materials should be stapled together or otherwise bound. Any narrative portions of the application should be single-spaced, typewritten and printed on one side of 8 ½" by 11" paper. Applicants are discouraged from including other materials beyond what is required. Video presentations are permitted. All applicants must

provide a budget information form, assurances, and certifications and have the appropriate officials sign all forms.

2. Monitoring and Reporting Requirements

All applicants will be required to participate in grant monitoring activities of the HMGP, FMA, and IEB programs. The monitoring process may include the submission of written reports and telephone and/or site visits concerning financial administration of the grant and progress toward achieving the applicant's goals of their mitigation or CRS plan. The Director of LOEP shall finalize the interpretation of each section. This section is taken directly from CFR 44 Part 13 Subpart C—Post Award Requirements; Financial Administration. §13.40 Monitoring and reporting requirements.

3. Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to eight hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of this information. Applicants are discouraged from including other materials beyond what is required.

4. Technical Assistance

Technical Assistance is available to applicants at no cost. Assistance with completing applications may be obtained from the Louisiana Office of Emergency Preparedness office at 1-225-342-5470. Written inquires may be sent to: Military Department, Office of Emergency Preparedness, Hazard Mitigation Section, Post Office Box 44217, Baton Rouge, LA 70804-4217. This technical assistance may be particularly useful to new local government officials and OEP Directors or those that are in the early stages of implementing mitigation policies and need help formulating their long-term plans.

5. Administrative Requirements for Applicants

The Director of LOEP shall finalize the interpretation of each section. This section is taken directly from CFR 44 Part 13 Subpart C—Post Award Requirements; Financial Administration. §13.41 Financial Reporting, §13.42 Retention and access requirement for records, §13.43 Enforcement, and §13.44 Termination for convenience.

6. After-the-grant requirements

The Director of LOEP shall finalize the interpretation of each section. This section is taken directly from CFR 44 Part 13 Subpart C—Post Award Requirements; Financial Administration. §13.50 Closeout, §13.51 Later disallowance's and adjustments, and §13.52 Collections of amounts due.

7. Single Point of Contact

Each applicant will designate a single point of contact to represent the applicant. This person will represent the applicant with regards to the project.

8. Civil Rights

All recipients of Federal and state grant funds are required to comply with nondiscrimination requirements contained in various Federal and State laws. All applicants should consult the assurances to understand the applicable legal and administrative requirements.

III. Environment

A. Geography

Louisiana is situated entirely within the southern margin of the Gulf Coastal Plain, and relief is relatively slight across the state. Nevertheless, the state, with of a series of low ridges and valleys paralleling the coast, can be divided into three major physiographic regions: hills, terraces, and lowlands. In reality, however, the boundaries between the regions are not always distinct.

Hills - North of the 31st Parallel, local elevations are some of the highest in the state. This region, which occupies the area north and west of a line running from Leesville to Jena to Monroe, contains the oldest rocks in the state. In this zone, valleys of local streams are sufficiently narrow that roads and settlements are on the divides rising between the river valleys, excepting the ten-to-fifteen mile wide Red River Valley. Two 'ranges' of small hills are noticeable within the region primarily because the regions are composed of erosion-resistant sandstone: the Kisatchie Uplands on the southern margin and the Nacogdoches Uplands, which are 30-50 miles farther inland. The highest point in the state, Mount Driskill, rises 535 feet within the latter.

Terraces - The terraces, along with the lowlands, are geomorphic features that were formed during relatively recent times geologically. These represent

former river floodplains or coastal areas that have been raised above the present floodplains between periods of glacial advances. As the glaciers far to the north of Louisiana melted, sea level rose, causing streams to slope more gently than before. This resulted in slower stream velocity and greater deposition of the sediments that build the terraces. Four major terraces (corresponding to the five major glacial advances of the past two million years) have formed like steps rising up from the Gulf of Mexico, in successive order from highest and oldest from north to south. The terraces are areas in which the land is gradually rising, to counterbalance the sinking of the deltaic area south of the terraces at the Coastal Hinge Line.

Terraces in Louisiana are found in two major areas. The first zone extends through the Florida Parishes, excepting a narrow portion of East Baton Rouge Parish south of Baton Rouge where the Mississippi floodplain encroaches eastward, and the extreme southern portions of Livingston, Tangipahoa, and St. Tammany Parishes bordering Lakes Pontchartrain and Maurepas. The second extensive area of terraces in the state lies west of the Atchafalaya floodplain and south of the Kisatchie region and extends to within approximately 25 miles of the Gulf of Mexico.

Lowlands - The lowlands are comprised of river floodplains and marsh. In these areas, relief is very slight, and elevation is low, in some cases being below sea level. North of the headwaters of the Atchafalaya, the Mississippi floodplain extends from the Mississippi River to approximately 30 to 70 miles west of the River. In the southern part of the state, the floodplains generally fan out on either side of the Mississippi and Atchafalaya Rivers, and encompass the entire coastal zone. Two streams primarily generate the floodplains: the Mississippi and Atchafalaya (which combines waters of the Mississippi and Red Rivers). Several other major streams flow out of the Mississippi in the southern part of the state, including Bayous Lafourche, Plaquemine, and Manchac. However, flow into these streams is controlled by an extensive levee system along the lower Mississippi River. During the past several thousand years, these streams have meandered within the floodplains, creating some geomorphic features within the region, such as meander scars and oxbow lakes such as False River north of Baton Rouge. Perhaps the most distinguishing feature of the Mississippi River is its “birdfoot” delta, produced by the deposition of sediments as the human-controlled river flows into the Gulf of Mexico.

Forested marshlands extend along the entire coastal sections of the state south of the Coastal Hinge Line, and can be subdivided into the Chenier Plain (west of Marsh Island) and the Deltaic Plain (east of Marsh Island). Landforms of the Chenier Plain are dominated by the presence of a westward “longshore drift” in the Gulf of Mexico, which has moved Mississippi/Atchafalaya sediments against the shore to create a broad mud flat. Other features of the Chenier Plain are beaches and ridges running parallel to the coast. The Deltaic Plain is characterized by several systems of old natural levees striking at right angles to the coast. Former

channels of the Mississippi created these. In addition, several barrier islands exist in this part of the state, most notably Grand Isle, and the Timbalier, Dernieres, and Chandeleur Island chains.

B. Climate

Maritime air masses originating over the Gulf of Mexico, coupled with Louisiana's sub-tropical latitude and minimal elevations, combine to produce the state's characteristic warm and humid climate. Average annual temperatures range from the mid- to upper-60°s across the state. Precipitation is well-distributed through the year, with annual totals ranging from a low of less than 50" in the northwestern corner of the state to more than 70" in sections of the Florida Parishes. It is especially noteworthy that Louisiana's statewide precipitation average of approximately 58" proves to be one of the highest totals for any state in the entire country. Furthermore, annual statewide average precipitation has been above normal during recent years, with the last 15 years proving to be some of the "wettest" of this century.

Louisiana springs (March, April & May) are highlighted by steadily warming temperatures and frequent rainfall. This is a season of pronounced storminess, with surface fronts marking the boundaries between cool, dry continental air masses from the north and those originating over the Gulf. Distinct contrasts between these air mass properties promote the potential for violent weather; spring is Louisiana's peak season for severe thunderstorms, which may produce heavy rains, high winds, large hail and tornadoes. In addition, spring-season fronts often stall while passing over the state, occasionally producing rainfall totals in excess of ten inches within a period of a few days. With soils tending to be near-saturation at this time of year, spring typically becomes the period of maximum stream-flow across the state. Collectively, these characteristics increase the potential for high water, and low-lying, poorly drained areas are particularly subject to flooding during these months.

Southerly flow of warm and moist air from the Gulf is dominant during the summer months (June, July & August), resulting in a generally consistent climate regime through the middle of the year. Temperatures during this season remain fairly consistent, with summer average temperatures generally in the low-80°s statewide. Daytime highs generally range between 85°F and 95°F, while overnight lows typically remain in the 70°s. Frontal passages are rather infrequent during summer, but the steady inflow of moist, unstable Gulf air masses promotes frequent development of showers and thundershowers, particularly across the southern parishes. The state's precipitation gradient is most pronounced at this time of year, with average summer totals increasing from roughly 10" to 12" inches in the northernmost parishes up to near 20" along the coast. Yet periods of drought are possible, particularly across the northern tier of parishes, when weak high pressure

may inhibit the development of convective showers for days, or even weeks, at a time. Severe weather is also a concern, but events tend to be somewhat less violent and not as widespread as those reported in spring. Summer thunderstorms are capable of producing heavy downpours, with strong winds and large hail, but tornadic activity is greatly reduced compared with spring, particularly over the southern half of the state. However, summer marks the start of the Atlantic tropical cyclone season, with Louisiana being susceptible to the impact of systems which are fueled by the warm waters in the Gulf.

Autumn (September, October & November) serves as a period of moderating temperatures and is often considered the best season within the state in terms of outdoor comfort. Although tropical weather activity actually reaches its peak at this time of year, the duration of such events tends to be only a few days. During the remainder of the season, daytime humidities tend to be somewhat lower than other times of the year. And while frontal activity returns to the state during these months, the contrasts between continental and Gulf air masses are minimized, resulting in weak frontal systems, many of which produce little or no rainfall. Indeed, autumn proves to be the "driest" season of the year for this state.

Louisiana winters (December, January & February) are characterized by a strong thermal gradient across the state, with average seasonal temperatures ranging from the mid-40°s over northern Louisiana to the low-50°s across southern parishes. While seasonal average temperatures remain above freezing statewide, winter is marked by large shifts in daily temperatures associated with frontal passages. Cold Canadian air does extend through the state and into the Gulf at least once during most winters. Indeed, freezing temperatures are fairly common, with only the extreme coastal margins occasionally avoiding these 'Arctic outbreaks' for an entire season. Fortunately, however, these freeze events seldom continue uninterrupted for periods beyond a week. The vast majority of winter precipitation arrives as rain, but accumulations of snow do occur. In the northern half of the state, ground-cover is usually modest and of short duration, whereas measurable accumulations in the southern half of the state are rather uncommon. Thus, although snowfall is not a major concern, freezing rain and ice storms can create significant problems within the state.

C. Natural Hazards

Extreme Temperatures - Summer temperatures of 100°F or more are not uncommon in the northern half of the state, particularly during runs of dry weather when clear skies permit increased solar radiation to reach the surface. Daytime highs in the northwestern parishes have occasionally reached 110°F, with Louisiana's all-time extreme of 114°F being recorded in Plain Dealing (Bossier Parish). Higher humidities and more consistent cloud-cover in the southern parishes

reduce insolation and moderate daytime temperatures. As a result summer maximums generally remain in the low-90°s, only occasionally reaching triple-digits.

In terms of heat index values (HIs), the combination of very warm temperatures and high humidities produces maximum heat index values in excess of 110° on a relatively frequent basis, with values periodically topping 120°F. These stress-related temperature extremes, often occurring in conjunction with periods of reduced air quality, produce potentially unhealthy conditions, which can negatively impact the elderly, the very young and those with respiratory problems.

Freezing temperatures are a relatively common feature of winters in Louisiana; however, during milder winters they may not be recorded along the state's coastal margin. Although a relatively uncommon occurrence, winter temperatures can remain below freezing for runs of up to several days in the northernmost parishes. Temperatures in this portion of the state have dipped below 0°F, with the state's absolute minimum of -16°F recorded in Minden (Webster Parish). By contrast, in the southern parishes, temperatures rarely fall into the single-digits and freezes seldom extend for periods of more than 48 hours. During 'Arctic outbreaks,' which are often accompanied by strong northerly winds, windchill temperatures can dip below 0°F. Much of the state is ill prepared for prolonged freezes, and extended conditions such as these can have seriously detrimental effects on regional utilities and plumbing. In addition, hard freezes can have drastic consequences on some aspects of Louisiana agriculture, such as the Plaquemines Parish citrus industry, and on some species of native sub-tropical and horticultural vegetation.

Precipitation Extremes - Historical records for Louisiana display an amazing array of rainfall totals for periods ranging from one day to one year. Although a number of large precipitation storm totals have been produced by frontal weather, the vast majority of state extremes have been associated with tropical systems, with most of the state precipitation records being observed in the southern third of the state.

Single-day totals of 4" or more can be expected almost annually across the state. "Once-in-25-year" daily totals display a strong north-to-south gradient over the state, ranging from under 8" in the northern parishes to well-above 10" over several southwestern parishes. Historical review shows that several sites have recorded one-day totals above 15", with the state's maximum 24-hour total of 22" recorded at Hackberry (Cameron Parish) in August 1962. The state's seven-day maximum of more than 30" occurred over southwestern Louisiana during August 1940, produced by a slow-moving tropical system. Monthly accumulations in excess of 30" have been

reported during the past one hundred years at a handful of sites across the state, primarily the result of above-normal frontal activity in northern Louisiana, while being linked to enhanced summer tropical activity in the south.

Annual rainfall accumulations of more than 80" have been reported at numerous sites statewide over the past 100 years. In fact, the 1991 area-weighted total for the entire state topped 80", establishing an all-time statewide record. During that same year, several southeastern Louisiana sites recorded 100" or more of rainfall, including the state's all-time station record of 113.74" at New Orleans' Audubon Park.

Flooding - Flooding is a potential threat in virtually every section of Louisiana during every season, as the state's sub-tropical climate has the potential for producing heavy rainfalls during any time of the year. Rains of up to 10" over a two-day period are not rare, and such events are capable of producing considerable flooding in a number of basins within the state. Indeed, minor flooding is virtually a yearly occurrence for a number of rivers.

From a climatic perspective, flood events within the state can be categorized as either tropical (*i.e.*, tropical storms and hurricanes) or frontal. Over the past century, there has been an apparent increase in large rainstorms and resultant flooding associated with frontal activity, particularly in the late winter and spring, whereas widespread flooding due to tropical systems seems to have become less common.

Recently there has been increased concern regarding flood frequencies in several basins, particularly within areas of active growth and development. In addition to the state's increased precipitation totals during recent years, the frequency of widespread events of 6" or more has also increased, particularly in the southern half of the state, where flooding is already a persistent problem.

Floods along the Mississippi and Atchafalaya Rivers are also important events, but these events result from runoff far upstream; rainfall within the state has little or no impact on the stages of these rivers. In addition, the natural floodplains for these waterways are protected by extensive levee systems. However, as principal transportation routes, major flooding on these waterways can have serious impacts on river and barge traffic. This is particularly important along the Mississippi, as cargo handling at the Port of New Orleans is the one of Louisiana's major industries.

Drought - Even though Louisiana is one of the nation's "wettest" states in terms of area-averaged rainfall, the state has experienced drought conditions on an occasional basis. A true moisture shortage requiring urban and suburban water restrictions is a rare event, but agricultural drought does occur, particularly across the northern parishes.

From a crop-development perspective, soil-moisture depletion to critical levels can occur throughout the growing season. Fortunately, extended runs of days without rainfall are unusual, although data show summer periods in north Louisiana extending well over a month when rainfall was insufficient for agricultural purposes. Fortunately, water is generally available for short-term irrigation purposes, but extended dry spells through the summer season can result in catastrophic agricultural losses.

As the Mississippi and Atchafalaya Rivers are dependent upon rainfall well beyond the state's borders, droughts in other sections of the country can significantly reduce the flows of these rivers. For example, the 1988 drought in the U.S. upper Midwest and High Plains resulted in record low river stages in the lower Mississippi, even though rainfall in Louisiana was above-normal for that year. As a result, waterway traffic was brought to a near-standstill for several weeks and water supplies for several river parishes were threatened by low flow and salt-water intrusion.

Severe Thunderstorms and Tornadoes - Although strong thunderstorms and tornadoes can occur during any month within Louisiana, late winter and spring is the peak period for these severe weather events. The clash of distinct air masses associated with spring frontal boundaries provides the energy for powerful thunderstorms, occasionally producing squall lines that extend over the entire state. The most powerful thunderstorms are capable of generating heavy downpours, wind gusts of 75 mph or more, and hailstones in excess of two inches in diameter.

By summer, severe thunderstorm activity diminishes significantly in the northern half of the state, but actually increases in south Louisiana. Summer thunderstorms, produced by convective activity associated with thermally unstable air, generally are shorter-lived, cover smaller areas and tend to be less destructive than their spring counterparts. Occasionally, however, these summer storms can be quite powerful.

For Louisiana, tornadic activity displays a peak in April and May, but occur year-round. Frequencies of formation are greater in the northern and western parishes as compared to others within the state. During the winter and spring, more tornadoes develop over north Louisiana, while the focus of activity shifts southward during the summer and fall. From a diurnal perspective, Louisiana tornadoes most frequently develop during the mid-afternoon.

Since 1975, Louisiana has averaged more than thirty tornadoes per year, but inter-annual variability has been quite high, ranging from fewer than ten tornadoes to more than sixty. Although small in area coverage, these systems can be some of the most destructive weather events to impact our state. Data indicate that seven

tornadoes since 1950 have produced in excess of $5 million in damage within the state. In addition to economic losses, these storms have resulted in an average of one death per year during the last twenty years, with Louisiana ranking near the top for all states in numbers of tornado-related injuries per land area.

Icing - Limited primarily to the late winter and early spring, most Louisiana ice storms are of short duration. Major ice storms rarely occur in the southern half of the state but have created significant problems for many northern and central parishes, where icing of up to two inches or more has been reported on occasion.

The principal impact of Louisiana ice storms is roadway hazards. However, the most severe storms are capable of generating millions of dollars in damage, due to damage resulting from the weight of large accumulations of ice. Significant losses attributed to these weather events have included the widespread interruption of electric-power delivery to thousands of customers as a result of the downing of powerlines and utility poles, and substantial losses to the state's timber industry as a result of damage or destruction to young trees.

Fog Hazards - Fog is a year-round weather occurrence in Louisiana, creating potential transportation hazards for both roadways and waterways. With the state's frequent rainfall, the proximity of the Gulf of Mexico and its moist air masses, and the high percentage of area covered by marshes, lakes and bayous, abundant moisture is available for fog formation at virtually any time of the day or year.

Particularly during summer, nighttime radiational cooling results in surface temperatures which are lower than the moist air above it, resulting in condensation and ground fog. This type of fog forms frequently prior to dawn, particularly in sections of south Louisiana, and can persist well into the late morning hours. In winter and spring, the heaviest fogs are generally related to the advection of warm and moist Gulf air over cooler land and inland-water body surfaces. These cooler surfaces chill the moist air masses above them, producing fog banks in which visibility can be reduced to zero for hours at a time.

These advection fogs are considerable navigational problems, particularly on the Mississippi River. Occasionally these fog banks can halt navigational traffic near the mouth of the river for days at a time. In addition, during the spring months, the Mississippi River water temperature may be more than 20°F cooler than the air above it, further exacerbating the problem. The levee system along the river adds to the problem by containing the fog within the river channel, resulting in a ribbon of fog extending well inland along the waterway.

Tropical Systems - Tropical systems, including tropical depressions, tropical storms and hurricanes, are Louisiana's greatest weather hazards. These systems can

produce strong thunderstorms, very heavy rains, significant flooding, major wind damage and even tornadoes. Although primarily a south Louisiana concern, since they weaken rapidly over land, hurricanes are capable of maintaining their intensity well-inland, occasionally extending hurricane-force winds over most of the state.

While the Atlantic Basin hurricane season officially extends from June 1 to November 30, a review of past tropical events indicates that Louisiana has experienced storms as early as late May, with the state's season essentially ending in October. No storms have made landfall in the state during the month of November in more than 100 years, with only three systems extending west of 90° longitude in the Gulf of Mexico during that month. The peak of activity over all years occurs in September. During the 20th century, approximately seventy tropical systems have made landfall in or near the state, including more than two dozen hurricanes. Storms have entered Louisiana along the entire coastline, but an historical review suggests that the area extending from Marsh Island to the Mississippi Delta is the most susceptible. Of all Louisiana hurricanes, only two have made landfall as 'major' storms (Category 4 or 5 intensity): Audrey (1957) and Camille (1969).

Hurricanes have proven to be Louisiana's costliest and most deadly natural phenomena. At least three storms have produced 200 or more deaths in the state, including the storm of 1893, in which roughly 2000 lives were lost. Losses on the order of $1 billion (estimated in 1990 dollars) have occurred at least twice: during Betsy (1969) and Andrew (1992).

Louisiana's fragile coast has proven to be most sensitive to these systems. High winds and the associated storm surges are capable of breaching and dissecting the state's barrier islands, while destroying thousands of acres of marshland. In addition to lost revenues and potential hazards resulting from storm damage to Louisiana's oil and gas industry, post-storm recovery from these systems within the state's wetlands may take from years to decades, resulting in potential losses to the state's important fisheries industry.

IV. Mitigation Strategies

A. Flood (Coastal, Inland, and Riverine)

1. Floodplain Management and Building Codes

Improved floodplain management, including land use planning, zoning, and enforcement at the local and State levels can reduce flood related damages. There are still communities and municipalities without zoning ordinances to reduce flood risks or plans to mitigate flood related damages. The use of the National Flood Insurance Program (NFIP) is critical to the reduction of future flood damage costs to

the taxpayer. The Louisiana Department of Transportation and Development (DOTD) is the primary agency responsible for the administration of the NFIP for the State of Louisiana. Work should continue in this area, with efforts from multiple agencies to assist local governments in the enforcement of NFIP policies. Local governments should also strive to upgrade the current floodplain ordinance, providing future homeowners an increased level of protection.

Within floodplain management as a whole, the education process must play an important role. An effective education program to show local governments the importance of building codes and ordinances and how cost effective they could be in reducing future damages should be implemented.

2. Acquisition / Elevation / Relocation of Structures

The acquisition or "buyout" option is considered the ultimate solution to continued flooding to structures and is given the highest priority for allocation of mitigation funds. However, the option to elevate or relocate a repetitive loss structure is an effective method of mitigation. Those options are to be considered after acquisition as the preferred solution to flooding. Due to widespread effects from flooding in Louisiana this option can prove to be difficult and may take longer to implement. In certain parts of Louisiana, many of the entire regions are in the floodplain but this option can be used and justified on severely flooded structures. There are, however, areas within the floodplain which are more severely impacted than others and thus localized buyouts could prove to be effective. Due to the problem of repetitive-loss in Louisiana, the acquisition option is the highest priority for projects to be funded with the available mitigation programs in Louisiana. The criteria for acquisition of repetitive loss structures will be in accordance with the structures ranking on the FEMA repetitive loss list from highest ranked to lowest ranked regardless of parish or community.

3. Retrofitting of Structures

The retrofitting of structures prone to periodic flooding is another effective mitigation strategy to reduce the future loss of property. Approximately 2/3 of all structures in Louisiana are of concrete slab type construction, which inspired State and local agencies to introduce a pilot project of elevating a house of this type construction. While realizing that this type elevation is very expensive, the project proved that the technology is available within the state to perform a very effective solution to the structures with substantial flood damage. Other retrofitting options, such as sealants, wraps, and floodwalls present a more cost-effective solution to structures with low-level flood damages have been considered but presently none of the methods are eligible for funding under any of the FEMA mitigation programs.

4. Drainage

One consistent theme noted in each of the declared parishes is the need for improved drainage capacity around roads and low-lying areas. It is obvious that some canals and laterals are not maintained for reasons usually associated with site accessibility and cost. Other laterals and canals are of insufficient design to carry runoff from increased development.

To maximize efficiency of existing drainage systems, local governments need to ensure that their existing systems are regularly maintained and free of debris and vegetative growth. Furthermore, local governments are encouraged to improve all existing drainage systems to protect against a minimum of a 10 - 25 year rainfall event.

5. Early Warning

With sufficient warning of a flood, normally a community and its residents can take protective measures such as moving personal property, cars and people out of harms way. When a flood threat recognition system is combined with an emergency response plan that addresses the community's flood problems, considerable flood damage can be prevented. This system must be coupled to warning the general public, carrying out appropriate response tasks, and coordinating the flood response plan with operators of critical facilities. A comprehensive education / outreach public awareness campaign is critical to the success of early warning systems so that the general public, operators of critical facilities, and emergency response personnel will know what actions to take when warning is disseminated.

B. Wind (Tropical and Tornadic)

1. Building Codes

The lack of effective building codes and inadequate enforcement and compliance of existing building codes have consistently been identified as major contributors to structural damages resulting from recent storm events.

Building code adoption and enforcement should be a part of all communities' legal mechanisms for reducing natural hazard damage. When properly enforced, building codes provide one of the most effective forms of hazard mitigation possible,

particularly regarding wind damage. This holds true for new construction and rehabilitation of structures damaged during a natural disaster.

2. Retrofitting of Risk Structures

Structures damaged by or at risk to damage by tornadic and tropical storm force winds should be retrofitted to meet long-established wind load designs. Retrofitting to assure roofs, walls and windows meet minimum wind-load design factors have proven to significantly reduce wind related damages. Use of storm shutters by individual property owners can greatly reduce wind damage even with a total lack of code enforcement.

3. Early Warning

Communities should develop or enhance their comprehensive early warning system to incorporate the interpretation of National Weather Service Data, activation of warning sirens, and implementation of the Emergency Operations Plan. Communities should consider enhancing their system by providing critical facilities such as hospitals, schools, nursing homes and other public buildings with NOAA Weather Radio Receivers.

C. Ice

1. Shielding / Protection of Essential Services

As a result of an ice storm event, ice accumulates on tree branches resulting in broken limbs and up rooted trees falling on power-lines and transmission stations. All providers of electrical services should inspect rights-of-way and establish a program of routine brush and limb removal. It may be appropriate in some cases to purchase or lease additional right-of-way to help eliminate potential damages by limbs or trees.

Because of the costs associated with the placement and maintenance of underground lines and the immediate need to restore power to a disaster area, efforts to bury lines during a disaster are usually not appropriate. However, as new lines are considered and/or replacement lines are needed, the providers should thoroughly investigate replacing these lines with underground lines. This concept may be more appropriate with more urban or defined incorporated areas.

D. All Hazard

1. Public Awareness

Insurance industry and emergency management research has demonstrated that awareness of hazards is not enough. People must know how to prepare for, respond to, and take preventative measures against threats from natural hazards. This research has also shown that a properly run local information program is more effective than national advertising or publicity campaigns.

Although concerted local and statewide efforts to inform the public exist, lives and property continue to be threatened when segments of the population remain uninformed of, or choose to ignore, the information available. Educating the public of these life and property saving techniques must remain a high priority item at the local, State, and Federal level.

V. Funding Sources for Implementing Mitigation Measures

A. State

1. Louisiana Statewide Flood Control Program

The State of Louisiana, Department of Transportation and Development administers an annual fund of $10 million for flood damage reduction projects. These funds are distributed based on project merit and a formula to ensure statewide participation. Project funds are usually cost-shared up to 70% - 30% state-to-local ratio. While these funds are limited, parishes across the state have utilized this program with significant benefit.

2. State Hazard Mitigation Grant Program

The State of Louisiana through the Louisiana Office of Emergency Preparedness (LOEP) has a limited program where hazard mitigation projects are funded. The state legislature has made funds available through Capital Outlay appropriations several times in the past several years. Program guidelines mirror that of the Federal Hazard Mitigation Grant Program, with some emphasis placed on the small watershed and drainage projects. In addition, past projects have been funded that do not fit the traditional definition of mitigation (i.e. flood warning networks, public awareness, and planning), but have resulted in reduced response time possibly saving life and property. Project funds are usually cost shared at a 50% - 50% ratio.

2. Interim Emergency Board

The Interim Emergency Board (IEB) meets after the Governor declares a State of Emergency, in an effort to aid local and state agencies. All IEB requests must follow the HMGP grant procedures in order to be considered for funding. In most cases the

local or state agencies do not have adequate funds budgeted for the unexpected disaster expenses. The appropriation requested would be to reimburse local parishes and state agencies for expenditures made in connection with declared state emergencies.

B. Federal Emergency Management Agency (FEMA)

1. Hazard Mitigation Grant Program

FEMA makes funds available after a Presidential declared disaster for mitigation measures. The funds are available for both structural and non-structural projects with an approved Federal share up to 75%. The grant program is authorized by The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (P.L. 93-288), and was amended by the Hazard Mitigation and Relocation Assistance Act of 1993 (P.L. 103-181) and the Disaster Mitigation Act of 2000 (P.L. 106-390). The amendment of 1993 increases the Federal share of a mitigation project from 50% to 75%, increases funding to 15% of all disaster assistance provided under the Stafford Act, and clarifies the conditions of acquisition of flood prone structures. The amendment of 2000 establishes a new requirement for local and tribal mitigation plans; authorizes up to 7% of HMGP funds available to a State to be used for development of State, local, and tribal mitigation plans; and, provides for States to receive an increased percentage of HMGP funds (from 15% to 20%) if, at the time of the declaration of the major disaster, they have in effect an approved State Mitigation Plan that meets the factors in the law. The State will create a list of priority projects to be funded under this program.

2. Flood Mitigation Assistance Program

As a result of the Reigle Community Development and Regulatory Improvement Act of 1994, the Flooded Property Purchase Program (Section 1362 of P.L. 95-128) was repealed. In its place is a new National Flood Mitigation Fund, which, under Title V, authorizes $20 million annually (less during a three-year phase in period) to be transferred to the mitigation fund from the National Flood Insurance Fund. The fund will provide grants to state and local jurisdictions on a 75% - 25% cost share ratio for planning and implementation of mitigation projects such as acquisition, elevation, relocation, flood-proofing, and technical assistance. Major structural flood control projects are specifically excluded from funding.

3. Project Impact

Building a Disaster Resistant Community is an initiative that challenges the individual communities to undertake actions that protect families, businesses and communities by reducing the effects of natural disasters. It is designed to help build a

partnership between all facets of a community including: Government, Business, Education, and Industry. Ultimately, reducing the effects of natural disasters makes economic sense and is good public policy because it protects our citizens and our future. The collaboration, preparation and prevention found in ***Project Impact*** should be the way in which our nation, our states and our communities conduct their day-to-day business.

C. Corps of Engineers

1. General Investigations

The Corps of Engineers, operating under Congressional authority to investigate the feasibility of providing flood damage reduction measures for the Mississippi River and its Tributaries (of which the Atchafalaya River Basin included) is currently conducting two flood control studies that compass the study area. In the Lower Atchafalaya and Morganza to the Gulf studies, comprehensive alternative plans, that would reduce flood damages from riverine, tidal and stormwater sources, will be evaluated. General Investigation Studies requires local cost sharing (50%). The State of Louisiana, Department of Transportation and Development, is the local sponsor for effective and environmentally sound, may qualify for federal participation. Currently, qualified projects can receive up to 75% federal funding. The parishes in the study area could receive significant benefits from these projects. The lower Atchafalaya and Morganza to the Gulf studies will be completed in four years with subsequent project construction occurring 5 to 10 years thereafter.

2. Continuing Authorities

Under a blanket congressional authority that allows the Corps to respond more quickly to water resource development needs, the Corps currently administers its Continuing Authorities program. The Corps may take direct action under this program provided that the specific project is under a specific cost limit. For these smaller projects, a one-year feasibility study is performed. Like General Investigation studies, these studies require 50% local cost sharing. Projects identified as cost-effective and environmentally sound may qualify for up to 75% federal funding. Specifically, there are three types of Continuing Authorities projects that may assist the parishes with their flood damage needs.

* Section 205; General flood damage projects under $5,000,000
* Section 208; Waterway clearing and snagging projects under $500,000.
* Section 14; Emergency streambank and shoreline protection under $500,000.

3. Floodplain Management Systems

The Corps of Engineers also administers a flood plain management program (Flood Plain Management Systems (FPMS) to encourage and guide state and local governments towards prudent use of the nation's floodplain for the benefit of the national economy and welfare. The Corps has the capability to provide a full range of technical services and planning guidance on floods and flood plains. Over the year the Corps has developed a wealth of information that can be helpful to state and local governments. This includes historical flood data, field survey data, aerial photography and maps. The Corps has performed numerous flood control, flood insurance and flood hazard evaluation studies that are valuable sources of flood information. This data may include information on flood formation and timing, flood depths, flood water velocity, extent of flooding, duration of flooding, flood frequency, obstruction to flows, regulatory floodways, and natural and cultural resources values of flood plains. A wide range of technical assistance can be provided to state and local governments. Some of those services are flood warning studies, floodway studies, flood damage reduction studies, flood forecasting studies, flood-proofing studies, flood damage surveys, GIS/Digital mapping, flood awareness workshops, non-structural measures, workshop, and to provide technical information for local community rating systems.

D. Department of Housing and Urban Development

1. Community Development Block Grants

The Department of Housing and Urban Development Community Development Block Grants (CDBG) provide funds for some limited flood damage reduction projects and renovate or elevate homes in the 100-year flood plain. The criteria for the block grants require that a homeowner be of low income. Homeowners are considered low income if their annual income is below 50% of the average annual income of the parish they reside in. Currently there is a $20,000 per house renovation cap. Community Development Block Grants can be used to relocate floodplain homes to locations out of the flood plain where they want to relocate to and the relocation must be tied-in with the renovation of the structure. These grants must be used with other programs because $5,000 to $10,000 of the maximum allocated $20,000 must be used to relocate the home; thus, additional funds for renovation would be required from other sources.

E. Natural Resources Conservation Service

1. River Basin Studies

Cooperative river basin studies are implemented whereby a steering committee of interested agencies, governmental bodies, and individuals is formed to coordinate the assimilation of existing resource information. The group analyzes the information and alternatives are formulated without regard how they are funded.

This process is program neutral so that the best alternative will be selected. Potential funding sources for the selected alternative are identified.

2. Watershed Projects

Watershed projects are usually smaller scale projects that are attached to a funding mechanism that requires cost sharing by a local sponsor. Most of these projects are multipurpose in nature, including drainage, flood protection and prevention. Currently the highest priority for funding includes projects for water quality improvement and wetland restoration.

3. Floodplain Management Studies

Floodplain management studies are requested by a local unit of government to address a flooding situation. The studies are usually focused on a specific stream or stream system. These studies consist of surveying the area and doing hydrologic and hydraulic analyses to determine water elevations that will be reached for a given storm event. Based on results of the study, recommendations are made to the sponsors on how to best manage the floodplain.

4. Emergency Watershed Protection

The objective of emergency watershed projects program is to assist in relieving imminent hazards to life and property from floods and products of erosion created by natural disasters that cause sudden impairment of a watershed.

Hazard Mitigation Grant Program Administrative Plan

Appendix A

Hazard Mitigation Grant Program

I. Authority

A. State

1. The Louisiana Disaster and Emergency Preparedness Act of 1993, as amended.

B. Federal

1. Public Law 93-288, as amended
2. 44 CFR Part 206, Subpart M and N
3. 44 CFR Part 9, Floodplain Management and Protection of Wetlands
4. 44 CFR Part 10, Environmental Considerations
5. 44 CFR Part 13, Uniform Administrative Requirements for Grant and Cooperative Agreements to State and Local Governments
6. 44 CFR Part 14, Administration of Grants: Audits of State and Local Governments
7. Executive Order 11988, Floodplain Management
8. Executive Order 11990, Protection of Wetlands

II. Purpose

The purpose of this document is to identify responsibilities and procedures for administration of the Hazard Mitigation Grant Program (HMGP) authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended). This administrative plan is applicable to the Hazard Mitigation Grant Program and any State funds allocated for Hazard Mitigation.

III. Introduction

This administrative plan documents the process for the administration of the Hazard Mitigation Grant Program (HMGP) and the project management of the mitigation measures to be funded under Section 404 of the Robert T Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended. This Section establishes an independent grant program, which is closely tied to the post-disaster hazard mitigation plans defined under Section 409 of the Act. Section 409 is a critical component in the identification of measures and recommendations that could benefit the grant program and overall mitigation activities. Integrating the hazard mitigation plans, programs and activities within the State and the disaster area requires a management plan to coordinate these efforts.

IV. Eligibility Requirements

A. In accordance with the Code of Federal Regulations, 44 CFR Part 206.434, eligible applicants are as follows:

1. State and local governments.

2. Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in 44 CFR 206.221(e & f).

3. Indian tribes or authorized tribal organizations.

B. In accordance with the Code of Federal Regulations, 44 CFR Part 206.434, eligible projects must:

1. Be in conformance with the hazard mitigation plan developed as a requirement of Section 409.

2. Have a beneficial impact on the declared disaster area, whether or not located in the designated area.

3. Be in conformance with 44 CFR Part 9, Floodplain Management and Protection of Wetlands, and 44 CFR Part 10, Environmental Considerations.

4. Solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed.

5. Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering from a major disaster. This must be demonstrated by documenting that the project:

a. Addresses a problem that has been repetitive or poses a significant risk to public health and safety if left unresolved.

b. Will not cost more than the anticipated value of damage reduction in both direct and indirect damages to the area if future disasters were to occur (benefit-cost analysis). Both costs and benefits will be computed on a net present value basis.

c. Has been determined to be the most practical, effective, and environmentally sound alternative after considering a range of alternatives.

d. Contributes, to the extent practicable, to a permanent or long-term solution to the problem rather than a temporary or short term.

e. Considers long term changes to the area it protects, and has manageable future maintenance and modification requirements.

f. Does not permanently affect the environment or the historic integrity of the surrounding area.

g. Is not funded under the HMGP as the result of previous disasters

V. General

A. Definitions

1. Applicant - A State agency, local government, or eligible private non-profit organization, as defined by Federal regulation, submitting an application to the Governors Authorized Representative for assistance under the Hazard Mitigation Grant Program.

2. Application – The initial request for Section 404 funding, as outlined in USC 44 CFR 206.436, to be submitted to FEMA by the State.

3. Grant – Means an award of financial assistance.

4. Governor's Authorized Representative (GAR) – The individual, selected by the Governor to serve as the grant administrator for all funds provided under the Hazard Mitigation Grant Program.

5. Grantee – The government to which a grant is awarded and which is accountable for the use of funds provided. For the purpose of this plan, the State is the Grantee.

6. Measure – Any mitigation measure, project, or action proposed to reduce risk of future damage, hardship, loss or suffering from disasters.

7. Project – Any mitigation measure, project, or action proposed to reduce risk of future damage, hardship, loss, or suffering from disasters.

8. Section 409 Hazard Mitigation Plan – The hazard mitigation plan required under Section 409 of the Act as a condition of receiving Federal disaster assistance under Public Law 93-288, as amended. The Hazard Mitigation Plan is the basis for the identification of measures to be funded under the Hazard Mitigation Grant Program.

9. State Administrative Plan – The plan developed by the state to describe the procedures for administration of the Hazard Mitigation Grant Program.

10. State Hazard Mitigation Officer (SHMO) – The representative of State Government who is the primary point of contact with FEMA, other Federal agencies, and local units of government in the planning and implementation of post-disaster mitigation programs and activities required under the Stafford Act.

11. State Hazard Mitigation Team (SHMT) – Representatives of State and Federal agencies designated to participate in various facets of the State Hazard Mitigation Program, to review, prioritize, and recommend funding levels for selected HMGP project applications.

12. Sub-grant – An award of financial assistance under a grant by a grantee to an eligible sub-grantee.

13. Sub-grantee – The government or other legal entity to which a sub-grant is awarded and which is accountable to the grantee for the use of funds provided. The sub-grantee can be a state agency, local government, private non-profit organization, or Indian tribe as outlined in 44 CFR Section 206.434.

14. Hazard Mitigation Survey Team (HMST) – FEMA, State, and appropriate local government representatives, and representatives of any other Federal agencies that may be appropriate to perform Hazard Mitigation Surveys.

B. Funding

1. The total Federal funds available under the HMGP will not exceed 15% of the combined total of the Federal share of Infrastructure Project Worksheets, Human Services Grants and any mission assignments other than for administrative services.

2. The normal cost share formula will usually consist of, up to 75% Federal and not less than 25% Non-Federal. FEMA will not contribute to any cost overruns above the federally approved estimate. The Federal share of any selected project will not exceed 75% of the total project cost. The non-federal share may exceed the Federal share and may be a combination of state, local, and private funding.

3. The State may allocate up to 7% of HMGP funds to be used for development of State, local, and tribal mitigation plans with the concurrence of FEMA.

VI. Identification and Notification of Potential Applicants

A. Press Release – After the declaration of a Presidential Disaster, the GAR, Federal Hazard Mitigation Officer, and the SHMO will prepare a Joint Press Release describing the program. This release will contain general program information, workshop dates, and a primary point of contact for obtaining additional information concerning the

program. The Joint Press Release will be distributed not later than 60 days after any Federal disaster declaration.

B. Letter of Intent - The GAR will notify FEMA of the State's intent to participate in the Hazard Mitigation Grant Program as soon as possible after the Presidential Declaration. FEMA has established a 60-day deadline for submitting a letter of intent to ensure the state is taking advantage of post-disaster mitigation opportunities. When the Presidential Declaration is for Individual Assistance only, the state must request that the Hazard Mitigation Grant Program be included in the disaster declaration.

C. Notification - After a parish has been declared for assistance from the Stafford Act, that parish will be sent a notification letter giving a brief description of the program. The letter will also contain the necessary information concerning the date, time and location of Mitigation Workshops. The Parish OEP Director will be responsible for notification of all eligible applicants within the parish. The SHMO will be responsible to notify the State agencies and Private-Non-Profit organizations in the parish that are eligible.

D. Staffing and Team Activation

1. Staffing - The organizational structure of the Mitigation Section will be flexible, and implemented, as need dictates. The GAR and SHMO will be the minimum positions required to administer the grant program. Initially, the secretarial / clerical help will be from state agency employees. Additional personnel may be hired as needed from temporary employment registers.

2. Hazard Mitigation Team Activation - After the declaration of a Presidential disaster and execution of the FEMA / State Agreement, the Hazard Mitigation Survey Team (HMST) will be activated by the State Hazard Mitigation Officer. The State Team will consist of members representing a variety of State and Federal agencies with the SHMO as the chief coordinator. The HMST will assist the SHMO with the following duties:

a. Assist in development of the Mitigation Strategy
b. Conduct site surveys
c. Review existing applications from past disasters
d. Conduct feasibility assessments of potential projects
e. Recommend potential projects
f. Set criteria for project selection
g. Select projects based on set criteria
h. Recommend priority of selected projects
i. Other items as directed by the GAR or SHMO

3. The State Hazard Mitigation Team

a. The State Hazard Mitigation Team (SHMT) was established by Executive Order Number MJF 96-49. The SHMT will be made up of various State and Federal agencies as dictated by the Louisiana Office of Emergency Preparedness. The role of the SHMT will be to provide non-biased technical assistance to the LOEP Mitigation Section in identifying mitigation measures, suggesting mitigation priorities within the state, and reviewing/selecting mitigation projects for funding from various sources. As of the Presidentially declared Disaster 1246, the SHMT will be made up of the agencies listed below:

1). Louisiana Office of Emergency Preparedness
2). U.S. Army Corps of Engineers
3). Department of Environmental Quality
4). La. Department of Wildlife & Fisheries
5). DOTD - State NFIP/Floodplain Coordinator
6). Department of Natural Resources – Office of Coastal Restoration
7). U.S. Geological Survey
8). Division of Administration, Planning
9). LA Association of Levee Boards

b. The State Hazard Mitigation Team activities will be conducted according to the policy established by the GAR in accordance with the State Hazard Mitigation Plan.

1). A majority of the team must be present in order for the SHMT to conduct official business at a meeting.

2). The SHMT will be given a minimum of 30 days notice before the scheduled meeting.

3). During each meeting only one program will be discussed unless prior notice is given.

c. There will be an annual SHMT training/planning meeting. This meeting is designated to update team members of new program changes, and to review/update the State Hazard Mitigation Plan. In order to accommodate revised policy and regulation changes. Additional meetings may be called by the SHMO in accordance with the provisions above.

d. Any SHMT member or alternate may not miss two or more consecutive meetings. Should an alternate be designated for a meeting, the SHMO must be contacted prior to said meeting. The GAR will request a replacement from any agency whose representative or alternate misses two or more consecutive meetings.

e. SHMT members or represented agencies may not participate in the team activities if they directly benefit or receive funding from the Federal programs which the SHMT judges.

E. The Mitigation Strategy - The Hazard Mitigation Survey Team will develop a State Mitigation Strategy to govern the allocation of funds available for a disaster. This document will be the means of updating the old "404" and "409" plans as required by the Stafford Act, as amended. If more than one disaster is pending, the report requirement may be consolidated into one document. Although there is no specific format, the strategy should be specific enough to include all pertinent information on the disaster, the affected area, the cause, the severity of the damages that resulted, and how the state plans to allocate the available funds. The priority and selection criteria should be the most emphasized portion of the document, since these criteria will determine how allocated funds are obligated.

VII. The Application Process

A. Mitigation Workshops

1. The SHMO will be primarily responsible for the dissemination of information about the Hazard Mitigation Grant Program to all potential applicants. A series of Hazard Mitigation Workshops will be coordinated to inform applicants of the existence of the grant program and present detailed information concerning the current disaster.

2. The workshops will be conducted at the parish level by the SHMO in conjunction with FEMA Region VI. Depending on the scope of the disaster area, exceptions will be made to consolidate or expand the area covered by one workshop. The required visual information will be produced prior to the initiation of the briefings. The workshops will relay all pertinent information concerning the application process, project eligibility, and the amount of detail required in the project application.

3. A separate workshop may be conducted for State Agencies that are eligible to apply for the HMGP. The workshop will be coordinated by the SHMO and will be centrally located for maximum participation.

4. During the workshops, all potential applicants will be briefed on the Hazard Mitigation Grant Program, eligible and ineligible projects, approximate amount of available funds, and the application process. The applicants will be given a deadline for the submission of the Pre-application forms to determine project eligibility. The Pre-Application Form is the method used to determine project eligibility quickly, so the applicant does not waste time on an application for an ineligible project.

B. Review of Pre-Application Forms

1. Once the deadline for submission of the pre-application forms has been reached, the SHMO will begin a review of the forms to determine if they meet the minimum criteria for project selection in accordance with the State Hazard Mitigation Plan. If a project is deemed ineligible, the SHMO will submit a letter to the applicant, which will summarize reasons why it is ineligible and provide the references, as appropriate. For those projects deemed eligible, the SHMO will then convene a meeting of the State Hazard Mitigation Team to review the pre-screened projects. The SHMT, using the State Hazard Mitigation Plan as a guide, will review and recommend projects for submittal through the GAR to FEMA for approval and funding.

2. Once the SHMT has made their recommendations, those selected applicants will be notified in writing that their project has been selected by the Team for State approval and to submit a complete application for submittal to FEMA. The applicant will be informed that the project has not received final approval until FEMA has completed its review, approval, and funding has been established. The SHMO will notify the applicant in writing that work may proceed once FEMA has granted final approval and funding is approved at the state level.

C. Submission of Applications to the State

1. Any applicant applying for assistance will use the Format for Project Application to make an application for HMGP. The full requirements for the application are outlined in the application package. The SHMO will set a project application deadline that will allow applicants sufficient time to prepare project applications. Projects submitted should be designed so that work can begin within 90 days of approval and completed within one year of the start date. FEMA may grant an exception to this requirement when the circumstances warrant a time extension. If the project is funded with state funds, the GAR will make the determination to grant the exception.

2. All communications, correspondence, and reports will be between the grantee and sub-grantees/applicants. Consultants/independent contractors must process all work items through the sub-grantee/applicant in accordance with 44 CFR, P.206.431 (a) & (j).

D. Review, Selection, and Priority/Ranking of Projects

1. Review - The State Hazard Mitigation Officer and the State Hazard Mitigation Team (SHMT) will review and select eligible projects for the Hazard Mitigation Grant Program. All projects will initially be reviewed by the SHMO to ensure that the projects meet the minimum project eligibility criteria. Only eligible applications will be forwarded to the SHMT for review. The Team may serve as technical advisors to applicants in preparing detailed or technical information such as environmental review or

assessments that may be needed before submission of projects to FEMA. Projects will be prioritized using the criteria established in 44 CFR 206.434, HMGP Desk Reference Book, and State Hazard Mitigation Plan priorities.

2. Additional Information - After the initial review of project applications, the SHMO will inform applicants of any additional information that is required to make the application complete. The GAR will also set a deadline on a case by case basis for receipt of additional information. The project application will not proceed any further in the process until the additional information is received.

3. Project Categories - There are many types of mitigation projects eligible under the HMGP program. The State has established the following categories as a means to compartmentalize projects in a logical process. The categories established are targeted to address the repetitive-loss problem in Louisiana. In order of priority, the project categories for HMGP are listed below:

a. Acquisitions
b. Elevation / Relocations
c. Drainage/Structural
d. Retrofitting of Public Facilities

1). Acquisition - In an effort to reduce the number of repetitive-loss structures in Louisiana, acquisition of structures will be given the highest priority for funding under HMGP.

2). Elevation/Relocation – Elevation is considered to be a viable option for those projects in which flooding has been minimal and the cost-benefit ratio will not support acquisition. Elevations are less costly than acquisitions and still alleviate the repetitive-loss problem. Relocation of the structure is an option when the owner of the structure wants to retain ownership of the structure and move it to another location not in a flood plain.

3). Drainage Projects / Structural Projects – These types of projects are considered very important, because they usually benefit a larger region or area, as opposed to acquisition or elevations which benefit a single structure.

4). Retrofitting of Public Facilities – These projects are eligible for funding under HMGP. They receive a lower priority because they do not address elimination of a repetitive loss structure. However, because the failure of these structures may delay or hinder emergency response or aid from public agencies to individuals during or after a disaster, they are considered important.

e. Project review and selection may also consider the level of local interest and degree of commitment to hazard mitigation actions and programs.

VIII. Project Management

A. Notification of Approval / Disapproval of Projects

1. Applicant will be notified of approval / disapproval of projects, in writing, as soon as the State is notified by FEMA.

2. For approved projects, the applicants will be notified to begin with the design and bidding of the subject project. In addition, the applicant will be notified of the amount of funds available and quarterly report dates.

3. During the course of the project, the applicant will be required to submit the following to the SHMO:

a. Definite work schedule, with project milestones
b. Contractual agreements
c. Change orders
d. Detailing of in-kind services to be used

B. Payments

1. The Director of LOEP shall finalize the interpretation of each section. This section is taken directly from CFR 44 Part 13 Subpart C—Post Award Requirements; Financial Administration.

a. U.S. CFR 44 Part 13 Subpart C – Post Award Requirements §13.21- Payments.

1). This section prescribes the basic standard and the methods under which a Federal agency will make payments to grantees, and grantees will make payments to subgrantees and contractors.

2). Grantees and sub-grantees shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and their disbursement by the grantee or sub-grantee.

3). Reimbursement shall be the preferred method when the requirements in paragraph 2) above are not met.

b. U.S. CFR 44 Part 13 Subpart C – Post Award Requirements §13.41 Financial Reporting.

1). Paragraph (c)(3) - Cash in hands of sub-grantee. When considered necessary and feasible by the Federal agency, grantees may be required to report the amount of cash advances in excess of three days' needs in the hands of their sub-grantees of contractors and to provide short narrative explanations of actions taken by the grantee to reduce the excess balances.

2). Paragraph (d)(1) – Request for advance or reimbursement – Requests for Treasury check advance payments will be submitted on Standard Form 270.

2. Project funds will be paid on a reimbursement basis on the first day of each Federal fiscal quarter (October 1, January 1, April 1, and July 1) or at project completion. Standard Form 270 – Request for Advance or Reimbursement will be used to request project funds from LOEP and the State Treasury at the beginning of each fiscal quarter. The applicant through a written letter detailing the amount expended during the previous fiscal quarter will make a request for payment. The SHMO will process the request, and reimburse 75% of the expended amount. The maximum reimbursement of project funds before closeout will be 75% of the Federal share (75% of 75%). Sub-grantee administrative costs and the remaining 25% of the Federal share will be retained until project completion and closeout.

C. Project Close-out

1. A final closeout inspection will be conducted prior to the applicant receiving the final reimbursement. The closeout inspection will include an on-site inspection of the work performed to assure compliance with the scope of work outlined in the application.

2. The sub-grantee will be required to keep complete records of all work to include checks, receipts, contracts, job orders, equipment usage documentation and payroll information. These records must be maintained for three years past the completion date or closeout inspection.

3. During this 3-year period, all project documentation is subject to random audit.

XI. Development and Maintenance

A. The GAR has the overall responsibility for planning and coordination for hazard mitigation activities as required by the Federal - State agreement and the State Hazard Mitigation Team recommendations. Therefore the GAR directs the SHMO to develop, update, and maintain this plan as required.

B. The SHMO shall develop appendices to this plan for each Presidential Disaster / Emergency declaration to address mitigation measures for those specifically declared

areas. The SHMO will also coordinate and conduct an annual review of this plan with the SHMT and update as necessary. All revisions to both the basic plan and its appendices shall be distributed to all holders.

X. Quarterly Reporting

A. Quarterly reports will be solicited from all sub-grantees in accordance with 44 CFR 206.438 (c). Quarterly reports are due from the sub-grantee to the grantee one-week prior to the first day of each Federal fiscal quarter (January, April, July, October).

B. The SHMO will compile the reports and send them forward to the Federal Hazard Mitigation Officer.

Attachments

Attachment 1	Letter of Intent
Attachment 2	Format for Project Application
Attachment 3	Standard 424 Federal Application Form
Attachment 4	Assurance Form
Attachment 5	Environmental Considerations
Attachment 6	Project Selection Criteria
Attachment 7	Homeowner Application
Attachment 8	Progress Report Form
Attachment 9	State Hazard Mitigation Team Members
Attachment 10	Recommendation Forms
Attachment 11	State and Federal Contacts
Attachment 12	Disaster History Chart

ATTACHMENT 1 – Sample Letter of Intent

DATE

LANG-OEP-DR

Mr. Dennis Lee
Hazard Mitigation Officer
Federal Emergency Management
Agency, Region VI
800 North Loop 288
Denton, Texas 76201-3698

SUBJECT: Intent to Participate
FEMA XXXX DR-LA

Dear Mr. Lee:

This letter is to notify you that the State of Louisiana intends to participate in the Hazard Mitigation Grant Program, which is available subsequent to the federal disaster declaration FEMA XXXX DR-LA on (Month) (Day), (Year).

Mr. Daniel Falanga has been designated as the State Hazard Mitigation Officer for the Hazard Mitigation Grant Program.

If you have any questions, or need any additional information please contact Daniel Falanga or myself at (225) 342-5470 or dfalanga@loep.state.la.us.

Sincerely,

Michael L Brown

djf

PROJECT APPLICATION FORMAT

A. STANDARD INFORMATION

1. Application cover sheet with the following information:

- Disaster declaration number
- Date project application was submitted to the state
- Title of the project
- Name and type of organization requesting assistance
- Name, address, phone, and fax number of the local point of contact

B. OVERALL PROJECT INFORMATION

1. The following formats and statements should be included:

a. An executive summary outlining the most significant aspects of the project

b. Standard Form 424 (enclosed with instructions)

c. Standard Form 424D (Assurances - Construction Programs, enclosed)

C. DETAILED PROJECT DESCRIPTION

1. The hazard mitigation planning process, as recognized by FEMA, has a number of systematic steps oriented to reducing the exposure of communities to natural hazards. When designing a hazard mitigation project, the central theme should be to identify the most economic and viable solution capable of protecting a particular area, community, or structure from the effects of natural hazards.

All of the following questions should be addressed in narrative format. The questions listed are only a guideline of the detail required for the narrative statement.

Specific Project Goals And Objectives

1. Describe the project in detail (include type of construction, land area, linear feet, cubic yards, and any other dimensions that may apply.)

2. Describe what problem(s) will be mitigated by this action (How will the action reduce or eliminate the threat, i.e. level of flood protection, number of structures to be removed.)

3. How many times have similar damages occurred in the last 10 years? (Include all Federal and State declarations and any activity resulting in damage to the project area.)

4. How many times can similar damages be expected to occur in the next 10 years?

5. Approximate number of persons benefiting from this action.

6. What is the current cost of damages caused by the above problem?

7. Approximate cost of the proposed project.

8. Has a Project Worksheet (PW)* ever been prepared for this project?
If so, what is the disaster number and PW number?

9. How will your organization finance the local share of the project cost and when will the local share be available?

10. Priority of proposed project (if more than one).

* Form used by FEMA as the basis of the Public Assistance program. This form is the initial application for Federal funds to reimburse local organizations for damaged facilities.

D. ENVIRONMENTAL CONSIDERATIONS QUESTIONNAIRE

1. The Hazard Mitigation Grant Program projects must comply with appropriate environmental regulations. The first step is to determine if the project is categorically excluded from the need to prepare an environmental document. The types of projects that do not require an environmental assessment are those which will not result in any physical change to the environment. Such projects include:

A. Training Activities
B. Public Education Programs
C. Studies that involve no commitment of resources other than manpower and funding, and
D. Technical Assistance Activities

If it is determined that a project meets the categorical criteria, provide a brief explanation describing why the project will have no impact on the environment. Even if a project is determined to be a Categorical Exclusion, it is still necessary to contact the suggested State and Federal agencies for comments and answer the environmental questionnaire to avoid the inconvenience of having to provide additional information at a later date. If an applicant is not sure of the category

of a potential project, contact the State Hazard Mitigation Officer for a determination.

All other projects should include an environmental analysis to aid in the compliance of environmental requirements. FEMA is ultimately responsible for preparing an environmental document describing the potential environmental impacts of all potential projects. However, FEMA and the state must rely on the applicant to provide a considerable part of this information. The applicant is responsible for meeting all state and local environmental requirements and initiating the application process for environmental permits or approvals. The FEMA Hazard Mitigation Grant Program Manual includes criteria for project design when addressing environmental issues.

In preparation for the environmental analysis, communities must contact several types of agencies or groups with a request for comments on the proposed project. All agencies will be contacted regardless of the type of project and potential environmental impacts. Refer to **Attachment 11** for a list of appropriate agencies to contact.

Description of the Project Area. Provide a description of the project area; include natural and historic resources, cultural or social issues, and any existence of special resources such as wetlands, endangered species, archeological sites, etc. As needed, include project site drawings, architectural profiles, topographic maps (slopes and natural grades), direction of flow, drainage, vegetation, orientation, surrounding buildings and structures, and any associated equipment. Also include as needed, addresses, road intersections, geographic landmarks, and technical and/or legal description of the project.

Criteria for site and land-use planning. Among others, the FEMA Hazard Mitigation Grant Program Manual recommends the following criteria when considering land-use planning. The following questions are only a guide to assist the applicant in writing a narrative statement detailing an analysis of the proposed project. All questions should be answered in the narrative statement.

- How is the proposed project consistent with land use in the area?

- Does the project conflict with local zoning ordinances?

- Will the project result in the relocation of any structures?

- How will the project impact the economic activities of the area?

- How will the project impact any parks or recreation areas?

- How will the project impact any prime or unique farmlands, or farmlands with statewide or local importance?

- Is the project located in a floodplain or floodway?

- How will the project affect any development down stream?

Criteria for Air and Water Quality.

- How will the project affect air quality?

- Will the project require any dredging and/or disposal of any material in any wetlands or waterways? If so, the project may require a US Army Corps of Engineer Section 404 Permit

- Will there be any modification of the stream bed or banks of a waterway?
- How will the project affect any declared wild or scenic river or any river being studied for inclusion as a wild or scenic river?

Natural Resources. (Answer the questions and provide a basic inventory of the flora/fauna in the area.)

- Will the project require the significant removal of any marine, aquatic, or terrestrial vegetation?

- Will the project involve construction in marshland or wetland areas or will the project adversely affect any wetland areas?

- Are there any known rare or endangered species within range of the project area?

- Is the project located inside or near a wildlife refuge or wildlife conservation area?

Archeological and Historic Resources.

- Is the project site located in any area of archeological, cultural, or historical significance?

E. ALTERNATIVES

This is the major section of the environmental analysis. Provide as much background information on the existing conditions as necessary to assist in the

evaluation of the potential impacts. It is important to include information on the potential environmental impacts of the alternatives as well as on the proposed project. The applicant must document that the project has been determined to be the most practical, effective, and environmentally sound alternative after considering a range of options. The applicant must provide a brief description of the environmental impact of an alternative on the project area, even if there appears to be no significant impact. If the impact of an alternative is the same as the chosen alternative, state why it is considered to be the same.

The applicant must examine and evaluate other alternatives before a specific approach is selected. It is important to demonstrate that other alternatives were considered, including the "No Action" alternative, with an explanation as to why these alternatives were determined not to be the best option or the most cost-effective solution.

This ensures that the project has undergone careful consideration through evaluation of a range of alternatives and that the project selected is the most cost-effective. Project proposals are not required to provide a detailed analysis of all alternatives considered, but the proposal should give an indication that other options were considered, and the reasons why they were not selected. As a minimum, the applicant must explore three (3) alternatives plus the "No Action" alternative.

F. COST ESTIMATES

1. When estimating project costs, the following budget breakdown may be used as a guide for construction projects. Other project costs that are not listed must also be addressed. Contingencies, administrative costs, and cost-plus contracts are not eligible line items under this program.

- Comprehensive study costs
- Engineering and design
- Permit fee
- Real estate fees (including title search and legal fees)
- Site acquisition
- Construction Materials
- Labor
- Equipment
- Transportation
- Other Material and supplies
- In-kind contributions

G. NATURAL HAZARDS CONSIDERATIONS

1. Nature of hazards and risk effects. Describe past effects and potential risks associated with the particular hazard the proposed project will address. As needed, include Flood Insurance Rate Maps (mandatory if project is located within an identified flood hazard area), assessments, natural hazards studies, diagrams, charts, and photographs. In order to draw a conclusion on the impacts of a disaster on the project area, the following list may assist you in the development of a narrative statement. Along with the damages that result in the project area, any costs associated with the disaster may be used as damages to be mitigated by the proposed project. Backup documentation will be required when direct and indirect damages are calculated.

- Frequency and intensity of the hazard (based on historical and any other related data)

- Number of people affected by the disaster

- Direct damage to property (buildings, homes, levees, roads, etc.)

- Non-structural damages (equipment, furniture, clothing, etc.)

- Emergency response and recovery programs carried out after the disaster (include response and cleanup costs)

2. Expected benefits. Provide a narrative statement indicating the number of people and the amount of property that will be protected with the proposed project.

H. BENEFIT-COST ANALYSIS

The reasons for preparing a benefit-cost analysis are twofold: the project must be cost effective and the best solution to reduce the risk of future damages. In addition, the project must show:

1. that the problem is repetitive and/or poses a significant risk to life and property;

2. the project will not cost more than the anticipated value of the reduction.

For this purpose, data should be gathered and processed. In addition to a narrative statement, the preparation of tables reflecting the costs of project and funding requirements are suggested.

From data generated from F. and G. prepare the following estimates:

1. **Cost of expected damages.** Consider the life of the project (typically 30 years for drainage, 50 years for elevation, 99 years for acquisition) together with possible annual damages.

2. **Cost benefits** that will accrue if the project is implemented. Analyze how the costs of the project, through its lifetime, compares with the anticipated value of future damage reduction.

*Example****:*
Life of proposed project = 30 years
Frequency of event = once every 5 years
Cost of damages per event = $1,000,000.00
Cost of proposed project = $500,000.00

Expected future damages formula

$$\frac{\text{Life of proposed project (}\mathbf{30}\text{)}}{\text{Frequency of event (}\mathbf{5}\text{)}} \times \text{Cost of damages per event (}\mathbf{\$1,000,000.00}\text{)} = \mathbf{\$6,000,000}$$

Benefit / cost ratio = (Future Damages) / (Cost of Proposed Project)
= ($6,000,000 / $500,000)
= **12 : 1**

***** This example assumes that the proposed $500,000 project will <u>eliminate</u> the threat of possible future damages.**

I. Work Schedule

1. A work schedule should be provided that details, at a minimum, the start date, completion date, and project milestones. If necessary, the applicant should consider separating the activities into phases and/or tasks. This information should be provided in a table or graph format.
For example:

Start Date	(funding date + __ days, weeks)
Site Acquisition	(start date + __ days, weeks)
Begin Construction	(start date + __ days, weeks)
Complete Construction	(start date + __ days, weeks)
Project Close-out	(start date + __ days, weeks)

Quarterly reports are required on all mitigation projects and will be submitted prior to the first day of the fiscal quarter (October, January, April, and July). Attachment 8 is the form for quarterly reporting.

2. The applicant should also provide a schedule indicating the maintenance activities that will be performed by the applicant for the life of the project.

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

2. DATE SUBMITTED	Applicant Identifier

1. TYPE OF SUBMISSION:	3. DATE RECEIVED BY STATE	State Application Identifier
Application: ☐ Construction ☐ Non-Construction; Preapplication: ☐ Construction ☐ Non-Construction		
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit:
Address (give city, county, state, and zip code):	Name and telephone number of person to be contacted on matters involving this application (give area code)

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

☐☐ - ☐☐☐☐☐☐☐

7. TYPE OF APPLICANT:(enter appropriate letter in box) ☐

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School Dist.
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Other (Specify)

8. TYPE OF APPLICATION:

☐ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es) ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other (specify):

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

☐☐ - ☐☐☐

TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):

13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project

15. ESTIMATED FUNDING:

a. Federal	$	.00
b. Applicant	$	.00
c. State	$	.00
d. Local	$	.00
e. Other	$	.00
f. Program Income	$	.00
g. TOTAL	$	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

b. NO. ☐ PROGRAM IS NOT COVERED BY E.O. 12372
☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes," attach an explanation ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Type Name of Authorized Representative	b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (REV. 4-92)
Prescribed by OMB Circular A-102

OMB Approval No. 0348-0042

ASSURANCES — CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole on in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required buy the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time fram after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-2S5), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and 111 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a 7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333) regarding labor standards for federally assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE

APPLICANT ORGANIZATION	DATE SUBMITTED

Environmental Considerations Checklist
FEMA- -DR-
Hazard Mitigation Grant Program Project #

I. Compliance Review for Environmental Laws (other than NEPA)

A. National Historic Preservation Act

HISTORIC STRUCTURES

Activity Excluded from Review – review concluded
Structure less than 50 years old – review concluded
Structure over 50 years old and activity not excluded
Structure Determined Ineligible (SHPO/ FEMA determination on file) - review concluded
Structure Determined Eligible (SHPO/ FEMA determination on file)
No Effect Determination
Are project conditions required? YES NO
No Adverse Effect Determination
Are project conditions required? YES NO
Adverse Effect Determination
Are project conditions required (SMMA or MOA)? YES NO

Comments:

ARCHEOLOGICAL RESOURCES

Project involves minor disturbance to a previously disturbed area – review concluded
Project does not involve any or only minor disturbance of previously undisturbed ground - review concluded
Project involves greater than minor disturbances of previously undisturbed ground
SHPO indicates low potential for presence of archeological resources – review concluded
SHPO indicates high potential for resources to be present
No Effect Determination
Are project conditions required? YES NO
No Adverse Effect Determination
Are project conditions required? YES NO
Adverse Effect Determination
Are project conditions required (SMMA or MOA)? YES NO

Comments:

B. Endangered Species Act

Project does not affect the physical environment (land disturbance, vegetation removal, sedimentation, dust, noise/waste/hazardous materials emission into the environment, etc.) – review concluded

Project affects the physical environment

Threatened or endangered species not present – review concluded

Species present

Review and consultation process completed and on file

Are project conditions required? YES NO

Comments:

C. Fish and Wildlife Coordination Act

Project is not located in a waterway and does not affect a waterway – review concluded

Project is in or affects a waterway

Consultation with US Fish and Wildlife Service complete and on a file

Are project conditions required? YES NO

Comments:

D. Wild and Scenic Rivers Act

Project is not along and does not affect Wild or Scenic River – review concluded

Project is along or affects Wild or Scenic River

Consultation complete and on file

Are project conditions required? YES NO

Comments:

E. Coastal Zone Management Act

Project is not located in a coastal zone area – review concluded

Project is located in a coastal zone area

Consultation with relevant agency completed

Are project conditions required? YES NO

Comments:

F. Clean Water Act-Section 404

Project is not located in a waterway/body or jurisdictional wetland subject to Section 404 – review concluded

Project is located in a waterway/body or jurisdictional wetland

Project falls under a Section 404 Nationwide Permit, Permit # _____

Consultation with Corps of Engineers completed

Are project conditions required? YES NO

Comments:

G. Other Relevant Laws and Environmental Regulations

Identify Law/Regulations, Issues, and Resolution

Comments:

II. Compliance Review for Executive Orders

A. E.O. 11988 – Floodplains

Outside Floodplain and No Effect on Floodplains/Flood levels - review concluded

Located in Floodplain or Effects on Floodplains/Flood levels

Minimal investment in floodplain – review concluded

Beneficial Effect on Floodplain Occupancy/Values – review concluded

Possible adverse effects associated with investment in floodplain, occupancy or modification of floodplain environment

8 Step Process Complete – public notice and documentation on file – review concluded

Are project conditions required? YES NO

Comments:

B. E.O. 11990 – Wetlands

Outside Wetland and No Effect on Wetlands – review concluded

Located in Wetland or Effects on Wetlands

Beneficial Effect on Wetland - review concluded

Possible adverse effect associated with constructing in or near wetland

8 Step Process Complete – public notice and documentation on file - review concluded

Are project conditions required (SMMA or MOA)? YES NO

Comments:

C. E.O. 12898 – Environmental Justice For Low Income and Minority Populations

No Low income or Minority Population in or near project area – review concluded
No Adverse effects to any population – review concluded
Low income or Minority Population in or near project area
No disproportionately high or adverse effects on low income or minority population - review concluded
Disproportionately high or adverse effects on low income or minority population
Public involvement, assessment, and mitigative measures resolved – review concluded
Are project conditions required? YES NO

Comments:

III. Other Environmental Issues

Identify other potential environmental concerns in the comment box not clearly falling under a law or executive order.

Comments:

IV. Extraordinary Circumstances

Based on the review of compliance with other environmental laws and Executive Orders, and in consideration of other environmental factors, review the project for extraordinary circumstances.

* A "Yes" under any circumstances requires an Environmental Assessment (EA) with the exception of (ii) which should be applied in conjunction with controversy on an environmental issue.

Yes No

(i) Greater scope or size than normally experienced for a particular category of action

(ii) Actions with a high level of public controversy

(iii) Potential for degradation, even though slight, of already existing poor environmental conditions;

(iv) Employment of unproven technology with potential adverse effects or actions involving unique or unknown environmental risks;

(v) Presence of hazardous or toxic substances at levels which exceed Federal, state or local regulations or standards requiring action or attention;

(vi) Presence of endangered or threatened species or their critical habitat, or archeological, cultural, historical or other protected resource;

(vii) Actions with the potential to affect special status areas adversely or other critical resources such as wetlands, coastal zones, wildlife refuge and wilderness areas, wild and scenic rivers, sole or principle drinking water aquifers:

(viii) Potential for adverse effects on health or safety; &

(ix) Potential to violate a federal, state, local or tribal law or requirement imposed for the protection of the environment.

(x) Potential for significant cumulative impact when the proposed action is combined with other past, present and reasonably foreseeable future actions, even though the impacts of the proposed action may not be significant by themselves.

Comments:

V. <u>Environmental Review Project Conditions</u>

1. If ground disturbing activities occur during implementation, the applic ant will monitor excavation activity, and if any artifacts or human remains are found during the excavation process all work is to cease and the applicant will notify FEMA, the state emergency management agency, and SHPO.

2. The applicant must follow all applicable local, state, and Federal laws, regulations, and requirements for the abatement and disposal of lead, asbestos, and other routinely encountered hazardous substances. If there is an unusual material encountered or there is an extraordinary amount of lead, asbestos, or other routinely encountered material the applicant will contact FEMA, the state emergency management agency, and the relevant state or Federal agency with authority for regulation of the material.

Other Required Project Specific Conditions

Prepared By: _____ Date:_____

PROJECT SELECTION CRITERIA

A. STANDARD INFORMATION

1. Did the application cover sheet include the following information?

   a. Disaster declaration number

   b. Date project application was submitted to the state

   c. Title of the project

   d. Name and type of organization requesting assistance

   e. Name, address, phone, fax number, and e-mail address of the local point of contact

B. OVER ALL PROJECT INFORMATION

1. Did the applicant include the following?

   a. An executive summary outlining the most significant aspects of the project

   b. Standard Form 424 – Application for Federal Assistance (Attachment 3)

   c. Standard Form 424D – Assurances – Construction Programs (Attachment 4)

C. DETAILED PROJECT DESCRIPTION

1. Did the applicant describe the project in detail to include the type of construction, land area, linear feet, cubic yards, and all quantifying dimensions?

2. Did the applicant describe the problem to be mitigated by this project?

3. Did the applicant indicate effectively how the proposed project would reduce or eliminate the threat, i.e. through an increased level of flood protection, or by the reduction in the number of repetitive loss structures to be removed?

4. Did the applicant provide a chronological list of all federal and state declarations and any activity resulting in damage to the project area for the last ten years?

5. Did the applicant forecast how many times could similar damages be reasonably expected to occur in the next 10 years?

6. Did the applicant quantify the number of persons that will benefit from this action?

7. Did the applicant indicate the total current cost of damages caused by the problem?

8. Did the applicant provided a breakdown of the estimated cost of the project listing both the federal and applicant-funding share of the project?

9. Did the applicant indicate the method of financing the local share of the project cost?

10. Did the applicant indicate the availability of the local funding share?

11. Did the applicant place a priority on the proposed project if more than one project is submitted?

12. Is the application complete to include mandatory attachments?

13. Does the project address a recurring hazard or problem or a situation that poses a significant threat to the applicant if left unresolved?

14. Is the project cost effective? Does it must meet a 1-1 cost benefit ratio?

15. Did the applicant list other alternatives and a “No Action” alternative?

16. Is this proposed action the most practical, effective, and environmentally sound of the alternatives?

17. Does the project save lives and reduce public risks?

18. Does the project substantially reduce the risk of damage, hardship loss and suffering?

19. Does the project demonstrate affordable operation and maintenance costs, which the applicant is committed to support?

20. Are milestones listed in and on the project work schedule?

21. Does this project restore or protect natural resources, recreational areas open apace, or other environmental values?

22. Does the project increase public awareness of the hazards?

23. Does the applicant have a Hazard Mitigation Plan?

D. ENVIRONMENTAL CONSIDERATIONS QUESTIONNAIRE

1. Is the project a categorically excluded activity such as training activities, public education programs, a study that involves no commitment of resources other than manpower and funding, or technical assistance activities?

2. Did the applicant provide a brief explanation describing why the project will have no impact on the environment and is therefore categorically excluded?

3. Did the applicant contact the suggested State and Federal agencies for comments relative to the project?

4. Did the applicant answer the environmental questionnaire?

5. If the project is NOT categorically excluded, did the applicant include an environmental analysis to aid in the review?

6. Has the application addressed all the state and local environmental requirements?

7. Did the applicant initiate the application process for required environmental permits and approvals?

8. Did the applicant provide a description of the project area, include natural and historic resources, cultural or social issues, and any existence of special resources such as wetlands, endangered species, archeological sites, etc?

9. Did the applicant, as needed, include project site drawings, architectural profiles, topographic maps (slopes and natural grades), direction of flow, drainage, vegetation, orientation, surrounding buildings and structures, and any associated equipment?

10. Did the applicant, include as needed, addresses, road intersections, geographic landmarks, and technical and/or legal description of the project?

11. Did the applicant address the following questions in the narrative statement of its application?

    a. How is the proposed project consistent with land use in the area?

    b. Does the project conflict with local zoning ordinances?

    c. Will the project result in the relocation of any structures?

    d. How will the project impact the economic activities of the area?

    e. How will the project impact any parks or recreation areas?

    f. How will the project impact any prime or unique farmlands, or farmlands with statewide or local importance?

    g. Is the project located in a floodplain or floodway?

    h. How will the project affect any development down stream?

12. Did the applicant address the following questions regarding the criteria for air and water quality**?**

    a. How will the project affect air quality?

    b. Will the project require any dredging and/or disposal of any material in any wetlands or waterways? If so, the project may require a US Army Corps of Engineer Section 404 Permit.

    c. Will there be any modification of the streambed or banks of a waterway?

    d. Will the project affect any declared wild, Scenic River, or any river being studied for inclusion as a wild or scenic river?

13. Did the applicant address the following questions regarding natural resources?

a. Does the project require the significant removal of any marine, aquatic, or terrestrial vegetation?

b. Does the project involve construction in marshland or wetland areas?

c. Does the project adversely affect any wetland areas?

d. Are there any known rare or endangered species within range of the project area?

g. Is the project located inside or near a wildlife refuge or wildlife conservation area?

h. Is the project site located in any area of archeological, cultural, or historical significance?

C. ALTERNATIVES

1. Did the applicant provide sufficient background information on the existing conditions as necessary to assist in the evaluation of the potential environmental impacts?

2. Did the applicant address the potential environmental impacts of the proposed project alternatives?

3. Did the applicant document that the proposed project is the most practical, effective, and environmentally sound alternative of the proposed alternatives?

4. Did the applicant demonstrate that other alternatives were considered, including the "No Action" alternative?

5. Did the applicant, as a minimum, explore three (3) alternatives plus the "No Action" alternative?

D. COST ESTIMATES

1. Did the applicant provide a detailed, coherent cost estimate that outlines the federal and applicant share of the project?

2. Did the applicant include ineligible project cost such as contingencies, administrative costs, and cost-plus contracts?

3. Did the applicant indicate the source of its share of the project cost?

4. Did the applicant indicate the availability date of its share of the project cost?

E. NATURAL HAZARDS CONSIDERATIONS

1. Did the applicant address the past effects and potential risks of the project?

2. Did the applicant include, as needed, Flood Insurance Rate Maps, assessments, natural hazard studies, diagrams, charts, and photographs?

3. Did the applicant include the following information?

   a. The frequency and intensity of the hazard using historical and any other related data.

   b. The number of people affected by the disaster

   c. The direct damage to affected property such as buildings, homes, levees, roads, etc.

4. Did the applicant provide a narrative statement indicating the number of people and the amount of property that will be protected with the proposed project?

F. BENEFIT-COST ANALYSIS

1. Did the applicant demonstrate that the proposed project is both cost effective and the best solution?

2. Did the applicant demonstrate the problem is that the problem is repetitive and/or poses a significant risk to life and property?

3. Did the applicant demonstrate that the project would not cost more than the anticipated value of the reduction?

4. Did the applicant include a Cost-Benefit ration analysis for the proposed project?

G. WORK SCHEDULE

1. Did the applicant include a work schedule that indicates the start date, completion date, and project milestones?

2. Did the applicant include a maintenance schedule to be performed by the applicant for the life of the project?

LOUISIANA OFFICE OF EMERGENCY PREPAREDNESS

INDIVIDUAL APPLICANT WORKSHEET

APPLICANT'S NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NUMBER(S) _____

GENERAL INFORMATION

1. Number of persons living within this residence? _____
2. How old is the residence? _____
3. What is the appraised value of the residence? _____
   a. Source of estimate: _____
4. How many years have you lived in the residence? _____
5. Total square footage of residence:
   a. Roofed area to include porches: _____
   b. Living area: _____
6. Total lot area: _____
7. Surrounding land use?
   North _____
   South _____
   East _____
   West _____

STRUCTURAL INFORMATION, PREFERRED ACTION AND FUNDING

1. Type of structure? 1 Story _____ 2 or more stories _____
   Slab _____ Pier or Pilings _____
   Other _____
2. Structural integrity of the residence? (excellent, good, fair, poor) _____
3. What method of mitigation would you prefer?
   a. Acquisition: _____ b. Elevation: _____ c. Relocation: _____
4. Is enough workspace available for heavy equipment to operate? ____ Yes ____ No

If no, please explain _____

Flood Data

1. Flood Zone (on FIRM) _____ BFE _____
   Map Panel No. _____ Revised _____
2. Elevation of home in reference to BFE? _____
3. What will the elevation of the home be after it has been elevated by this project? _____
4. How was the above information acquired or from whom? _____
5. Last time you flooded did you have insurance? _____
6. How many floods have caused damage to your residence, including the contents:

_____

Total Floods:_____

5. FLOOD HISTORY Insured

1st Event Date_____ _____ft._____ inches $_____repair costs(est.) Y N

2nd Event Date_____ _____ft._____ inches $_____repair costs(est.) Y N

3rd Event Date_____ _____ft._____ inches $_____repair costs(est.) Y N

4th Event Date_____ _____ft._____ inches $_____repair costs(est.) Y N

5th Event Date_____ _____ft._____ inches $_____repair costs(est.) Y N

6. Please show any other financial assistance you received in your last flood?

___ Individual & Family Grant Amount: _____

___SBA Loan Amount: _____

___Other _____ Amount: _____

7. Please explain anything that has been done to try to keep water out of the house?

_____

_____

Cost Estimates & Financing

1. What is the current cost estimate for the method of mitigation you have previously chosen?
   a. Elevation - _____
   b. Acquisition - _____

c. Relocation - _____

2. Funding for elevation/acquisition/relocation of your residence using the Hazard Mitigation Grant Program or the Flood Mitigation Assistance Program is set at the following percentages:
   a. FEMA – 75% of eligible costs
   b. Homeowner – 25% of eligible costs
3. Your cost for this project is a minimum of 25% of the eligible project costs. Do you accept this costs?

YES_____ NO_____

TO BE FILLED OUT BY LOCAL/STATE OFFICAL

Benefit-Cost Analysis

Life of proposed project	(A) _____
Frequency of event	(B)once every _____ years
Cost of damages per event	(C) _____
Cost of proposed project	(D) _____
Benefit-cost analysis = future damages	(E) _____
- project cost	-(F) _____
saved future damages	_____
Benefit-Cost Ratio	(G) _____:_____

Formula for expected future damages:

(A/B) **X** C = E

Formula for Benefit-Cost Ratio:

E/F = G

PLEASE ATTACH A PICTURE OF YOUR RESIDENCE:

ATTACHMENT 8 – Quarterly Progress Report

Louisiana Office of Emergency Preparedness **Quarterly Progress Report** **Hazard Mitigation Grant Program**	**Date**
The purpose of this form is to provide a quarterly progress report for projects funded under the Hazard Mitigation Grant Program.	

Declaration Number **FEMA -**	**Project Name**	**Project Number**

This document is a summary of progress on the referenced project for the period ending (circle one):
January 1 April 1 July 1 October 1

ONE PARAGRAPH SUMMARY OF PROJECT:

Start Date of Project: _____ **Federal Funds Expended to Date:** _____

Anticipated Completion Date: _____ **Anticipated Cost Overrun / Underrun:** _____

Problems Encountered:

Assistance Required:

Name of Political Subdivision or Applicant	**Parish**
Agent/Title	
Business Address (Include Zip Code)	
Business Telephone (Include Area Code)	**Alternate Telephone**

STATE HAZARD MITIGATION TEAM

Daniel J. Falanga **LOEP**
Hazard Mitigation
Louisiana Office of Emergency Preparedness
Post Office Box 44217
Baton Rouge, LA 70804
(224) 342-6701
(225) 342-5471 fax
E-mail dfalanga@loep.state.la.us

Richard Peplow **LOEP**
Environmental Specialist
Louisiana Office of Emergency Preparedness
Post Office Box 44217
Baton Rouge, LA 70804
(225) 342-9829
(225) 342-5471 fax
E-mail rpeplow@loep.state.la.us

Glen Daigre **Division of Administration**
State Policy Planner III
Office of Planning and Budget
Post Office Box 94095
Baton Rouge, LA 70804
(225) 342-7402
(225) 342-7220 fax
E-mail gdaigre@doa.state.la.us

Janet Griffin
DOTD
State NFIP Coordinator
Floodplain Management Section, Rm. 430
Post Office Box 94245
Baton Rouge, LA 70804-9245
(225) 274-4316
(225) 274-4351 fax
E-mail - jgriffin@dotdmail.dotd.state.la.us

George Arcement
U.S. Geological Survey
Associate District Chief
3535 S. Sherwood Forest Blvd, Suite #120
Baton Rouge, LA 70816
(225) 389-0281
(225) 389-0706 fax
E-mail - garcemen@usgs.gov

James Walters
U.S. Army Corps of Engineers
Post Office Box 60267
New Orleans, LA 70160
(504) 862-2354
(504) 865-7944 fax
E-mail – James.B.Walters@MVN02.usace.army.mil

Windell Curole **Association of Levee Boards of Louisiana**
Post Office Box 426
Galliano, LA 70354
(504) 632-7554
(504) 632-7555 fax
E-mail - windellc@cajunnet.com

Diane Smith **DNR**
Office of Coastal Restoration and Management
Assistant Administrator
Post Office Box 44396
Baton Rouge, LA 70804
(225) 342-7308
(225) 342-9417 fax
E-mail - dianes@dnr.state.la.usa

Keith Horn **DEQ**
Staff Environmental Scientist
Post Office Box 82178
Baton Rouge, LA 70884-2178
(225) 765-0477 & 765-0487
(225) 765-0435 fax
E-mail - k_horn@deq.state.la.us

Kirk A. David **DEQ**
Environmental Scientist
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Baton Rouge, LA 70884-2178
(225) 765-0477 & 765-0487
(225) 765-0435fax
E-mail - kirk_d@deq.state.la.us

CPT Robert Duthu **LA Dept of Wildlife and Fisheries**
P.O. Box 98000
Baton Rouge, LA 70898
(225) 765-2984
(225) 765-2832 fax
E-mail - duthu_rj@wlf.state.la.us

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

OMB APPROVAL NO. 0348-0004

PAGE ____ OF ____ PAGES

1. TYPE OF PAYMENT REQUESTED
   a. *"X" one or both boxes* ☐ ADVANCE ☐ REIMBURSEMENT
   b. *"X" the applicable box* ☐ FINAL ☐ PARTIAL

2. BASIS OF REQUEST ☐ CASH ☐ ACCRUAL

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

6. EMPLOYER IDENTIFICATION NUMBER

7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER

8. **PERIOD COVERED BY THIS REQUEST**
   FROM *(month, day, year)*
   TO *(month, day, year)*

9. RECIPIENT ORGANIZATION

Name:

Number and Street:

City, State and ZIP Code:

10. PAYEE *(Where check is to be sent if different than item 9)*

Name:

Number and Street:

City, State and ZIP Code:

11. **COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED**

PROGRAMS/FUNCTIONS/ACTIVITIES ►	(a)	(b)	(c)	TOTAL
a. Total program outlays to date *(As of date)*	$	$	$	$
b. *Less:* Cumulative program income				
c. Net program outlays *(Line a minus line b)*				
d. Estimated net cash outlays for advance period				
e. Total *(Sum of lines c & d)*				
f. Non-Federal share of amount on line e				
g. Federal share of amount on line e				
h. Federal payments previously requested				
i. Federal share now requested *(Line g minus line h)*				
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances — 1st month				
2nd month				
3rd month				

12. **ALTERNATE COMPUTATION FOR ADVANCES ONLY**

a. Estimated Federal cash outlays that will be made during period covered by the advance	$
b. *Less:* Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested *(Line a minus line b)*	$

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(Continued on Reverse)

13.	CERTIFICATION	
I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED
	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (AREA CODE, NUMBER, EXTENSION)

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

Item	*Entry*
2	Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.
4	Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.
6	Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.
8	Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.
Note:	The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.
11	The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.
11a	Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
11b	Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
11d	Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
13	Complete the certification before submitting this request.

CONTACT LIST

The following list of State and Federal agencies must be provided a copy of the proposed project scope along with a request for a letter of "No Objection" to the project. Requests for letters of "No Objection" and agency responses must be included in project application package.

STATE AGENCY

Ms. Janet Griffin
DOTD, State NFIP Coordinator
FloodPlain Management Section,
Rm. 430
Post Office Box 94245
Baton Rouge, LA 70804-9245

Office of Environmental Services
Dept. of Environmental Quality
Post Office Box 82315
Baton Rouge, LA 70884
Attn: Permits Division

Mr. Gary Lester
Dept. of Wildlife & Fisheries
Post Office Box 9800
Baton Rouge, LA 70898-9000

Mr. Terry W. Howey
Administrator
Department of Natural Resources
Post Office Box 44487
Baton Rouge, LA. 70804

Ms. Gerri Hobdy
State Historic Preservation Officer
Department of Culture, Recreation,
and Tourism
Post Office Box 44247
Baton Rouge, LA. 70804

FEDERAL AGENCY

Ms. Deborah Fuller
U.S. Fish & Wildlife Service
ESA Coordinator
646 Cajundome Blvd., Suite 400
Lafayette, LA. 70506

U. S. Army Corps of Engineers
Vicksburg District
2101 North Frontage Road
Vicksburg, MS. 39180

U. S. Army Corps of Engineers
New Orleans District
Post Office Box 60267
New Orleans, LA. 70160

Natural Resources Conservation
Services (NRCS)
District Conservationist
(Contact local office for prime
farmland or other impact)

FEDERAL AGENCY

ATTACHMENT 12 - Disaster History Chart

DISASTER HISTORY CHART 1965-2001

PARISH

DR#	TYPE	DATE	ACADIA	ALLEN	ASCENSION	ASSUMPTION	AVOYELLES	BEAUREGARD	BIENVILLE	BOSSIER	CADDO	CALCASIEU	CAMERON	CALDWELL	CATAHOULA	CLAIBORNE	CONCORDIA	DESOTO	EAST BATON ROUGE	EAST CARROLL	EAST FELICIANA	EVANGELINE	FRANKLIN	GRANT	IBERIA	IBERVILLE	JACKSON	JEFFERSON	JEFFERSON DAVIS	LAFAYETTE	LAFOURCHE	LASALLE	LINCOLN	LIVINGSTON	MADISON	MOREHOUSE	NATCHITOCHES	ORLEANS	OUACHITA	PLAQUEMINES	POINTE COUPEE	RAPIDES	RED RIVER	RICHLAND	SABINE	ST. BERNARD	ST. CHARLES	ST. HELENA	ST. JAMES	ST. JOHN THE BAPTIST	ST. LANDRY	ST. MARTIN	ST. MARY	ST. TAMMANY	TANGIPAHOA	TENSAS	TERREBONNE	UNION	VERMILION	VERNON	WASHINGTON	WEBSTER	WEST BATON ROUGE	WEST CARROL	WEST FELICIANA	WINN	TOTAL
208	H	09/10/1965	P		P	P	P							P	P				P		P		P		P	P		P		P	P			P				P	P	P	P	P		P		P	P	P	P	P	P	P	P	P	P		P				P		P		P		35
272	H	08/18/1969																																				P		P						P								P							P						5
315	H	10/13/1972	P		P	P						P	P						P			P			P	P			P	P											P						P		P	P	P	P	P				P		P				P				21
374	SS F	04/27/1973			P	P	P						P	P	P		P		P	P			P	P	P	P		P			P	P		P	P			P	P	P	P	P		P		P	P		P	P	P	P	P	P	P	P	P				P		P		P		38
418	F	02/23/1974												P	P		P						P									P							P																												6
448	H	09/23/1974																							P			P		P	P									P											P	P	P				P		P									10
450	SS	11/01/1974	P																																																																1
3011	H R F	04/09/1975					P							P	P		P						P									P										P																									7
470	H R T	05/19/1975					P							P	P		P						P	P								P						P	P			P									P														P		12
3031	D & F	01/31/1977			P		P		P	P	P			P		P		P			P		P	P					P	P	P	P	P	P		P	P				P	P	P	P	P			P						P	P			P	P	P	P	P		P	P		34
534	SS F	05/02/1977			P														P		P									P				P																	P	P			P												8
556	SS F	05/09/1978																										P										P								P				P																	4
565	SS F	09/20/1978																																					P					P																							2
567	SS T	12/06/1978								P																																																			P					2
584	SS F	05/02/1979			P	P									P				P							P						P		P							P											P		P													10
604	SS F	09/25/1979		P								P																														P																									3
616	S S F	04/09/1980				P																				P		P			P							P								P	P					P	P	P			P				P						12
622	SS F	05/21/1980	P									P																	P	P											P																		P								6
675	SS F	01/11/1983		P				P				P	P	P	P							P	P	P								P	P			P	P		P			P		P														P		P						P	19
679	SS F	04/20/1983			P		P												P		P							P						P				P			P					P								P	P						P						12
3090	SS T	05/15/1984							P																																																										1
728	SS F	10/31/1984																							P					P																						P							P								4
752	H	11/01/1985			P								P												P			P			P			P				P		P						P	P			P				P	P		P										14
804	H RT	11/30/1987					i				i				i			i					i	i								i			i							i																								i	10
829	SS F	06/16/1989	i	i				P	P		i	i		i		P					i		i	i			i					i	P		i	i	P		P				P	i	P						i							i	i	P		i		i		P	28
833	H R T	06/20/1989						i											i							i								i														i							i					i			i				8
835	SS F	08/28/1989		i				P	i	i		i							i					P		i			i	i							P				i	i			P						i								i	P		P				P	19
849	H R F	11/19/1989																										i										i									i																				3
902	S F	04/15/1991						i	i	P	P				i	i		i													i					i	i					i															i					P		i			14
904	F	04/29/1991				P	P	P	i	P	P			P	P	P	P			P			P	P		P	P				P	i	P	i	P	P	i		P			i	P	P			P		i			P	i	i		P	P	P				P		P		i	37
956	H	08/25/1992	P	P	P	P	P					P	P						P		P	P			P	P		P	P	P	P			P				P		P	P	P				P	P	P	P	P	P	P	P	P	P		P		P		P		P		P		36
978	SS F	02/02/1993			i														i							i				i				i																		i		i	i				i								9
1012	W	02/28/1994							P	P	P					P		P															P																							P				P					8
1049	R F	05/08/1995			i	i																						P			P							P								P	P		P	i				P	i		i										12
1169	W	01/12/1997										P	P																P																																						3
1246	H	09/30/1998	i		P	P							P									i						P			P			P				P		P						P	P			P		P		P	P		P		i		P						19
1264	W	12/23/1998							p						p	p		p		p			p	p									p			p	p		p				p	p	p													p				p		p		p	18
1269	T	04/03/1999								P	P					P		i																																												P					5
1314	W	01/27/2000							p							p																	p						p																			p				p					6
1357	W	12/11/2000							p	p	p					p																	p						p																			p				p					8
1380	F	06/05/2001			P	P		p											P		p				P	P		P		P	P			P				P								P	P		P	P		P	P	P	P		P		P		P				p		
TOTAL		40	7	5	13	10	9	7	10	8	8	8	7	9	11	9	5	6	11	3	7	4	11	9	8	11	2	12	6	11	12	10	8	13	4	6	7	13	11	7	9	12	4	8	4	11	11	4	7	9	9	13	8	14	12	2	12	8	11	5	9	11	5	5	6	6	556

SS = SEVERE STORM
T = TORNADO
F = FLOOD
H = HURRICANE
R = RAIN/STORM
D = DROUGHT
W = WINTER STORM

i = INDIVIDUAL ASSISTANCE DECLARED
P = PUBLIC AND INDIVIDUAL ASSISTANCE DECLARED
p = PUBLIC ASSISTANCE DECLARED